



# IN ANSWER TO YOUR QUERY

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LIBRARY  
OF  
CONGRESS

## COPYRIGHT REGISTRATION OF POETRY

COPYRIGHT  
OFFICE

Claims to copyright in either published or unpublished poetry may be registered in the Copyright Office. Form TX should be used to apply for copyright registration for poems. To apply for registration, send the following three elements **in the same envelope or package** to the Library of Congress, Copyright Office, 101 Independence Avenue, S.E., Washington, D.C. 20559-6000:

1. A completed and signed application form;
2. A \$30\* nonrefundable filing fee for each application; and
3. A nonreturnable deposit of the work to be registered.

101 Independence  
Avenue, S.E.

Published collections of poetry and all other copyrightable elements of a unit of publication may be registered on a single form with a single fee if all of the poems are owned by the same copyright claimant.

Unpublished collections of two or more poems may be submitted for registration on a single form with a single fee and deposit of one complete copy or phonorecord only if *all* of the following conditions are met:

1. The elements are assembled in an orderly form;
2. The combined elements bear a single title identifying the collection as a whole;
3. The copyright claimant in all of the elements and in the collection as a whole is the same; and
4. All of the elements are by the same author, or, if they are by different authors, at least one of the authors has contributed copyrightable authorship to each of the elements.

Washington, D.C.  
20559-6000

Registration of an unpublished collection of compositions extends the benefits of registration to each copyrightable selection in the collection, but *only* the collection title appears in the Copyright Office catalogs and indexes.

See Circular 1, "Copyright Basics," for further information on copyright, deposit requirements, and registration procedures.

Sincerely yours,

Register of Copyrights

**\* Fees are effective through June 30, 2002. For the latest fee information, write the Copyright Office, check the Copyright Office Website at [www.loc.gov/copyright](http://www.loc.gov/copyright), or call (202) 707-3000.**

Enclosures

## How Long Does Copyright Registration Take?

A copyright registration is effective on the date of receipt in the Copyright Office of all required elements in acceptable form, regardless of the length of time it takes to process the application and mail the certificate of registration. The length of time required by the Copyright Office to process an application varies from time to time, depending on the amount of material received. Remember that it takes a number of days for mail to reach the Copyright Office and for the certificate of registration to reach the recipient after being mailed from the Copyright Office.

You will receive no acknowledgement that your application for copyright registration has been received (the Office receives more than 500,000 applications annually), but you may expect:

- A letter or telephone call from a Copyright Office staff member if further information is needed; and
- A certificate of registration to indicate the work has been registered, or if the application cannot be accepted, a letter explaining why it has been rejected.

You might not receive either of these until approximately 8 months after submission.

If you want to know when the Copyright Office received your material, send it via registered or certified mail and request a return receipt.

For further information, write:

Library of Congress  
Copyright Office  
Information Section, LM-401  
101 Independence Ave., S.E.  
Washington, D.C. 20559-6000

If you need additional application forms for copyright registration, call (202) 707-9100 at any time. Leave your request as a recorded message on the Copyright Office Forms and Publications Hotline in Washington, D.C. Please specify the kind and number of forms you need. If you have general information questions and wish to talk to an information specialist, call (202) 707-3000, TTY (202) 707-6737.

You may also photocopy blank application forms; **however**, photocopied forms submitted to the Copyright Office must be clear, legible, on a good grade of 8½-inch by 11-inch white paper suitable for automatic feeding through a scanner/photocopier. The forms should be printed, preferably in black ink, head-to-head (so that when you turn the sheet over, the top of page 2 is directly behind the top of page 1). **Forms not meeting these requirements will be returned to the originator.**

All U.S. Copyright Office application forms are available from the Copyright Office Website at [www.loc.gov/copyright](http://www.loc.gov/copyright). They may be downloaded and printed for use in registering a claim to copyright or for use in renewing a claim to copyright.

You must have Adobe Acrobat Reader installed on your computer to view and print the forms. The free Adobe® Acrobat® Reader may be downloaded from Adobe Systems Incorporated through links from the same Internet site at which the forms are available.

Print forms head to head (top of page 2 is directly behind the top of page 1) on a single piece of good quality, 8½-inch by 11-inch white paper. To achieve the best quality copies of the application forms, use a laser printer.

Frequently requested Copyright Office circulars, announcements, and recently proposed as well as final regulations are also available from the Copyright Office Website.

Copyright Office circulars and announcements are available via fax. Call (202) 707-2600 from any touchtone telephone. Key in your fax number at the prompt and the document number of the item(s) you want to receive by fax. The item(s) will be transmitted to your fax machine. If you do not know the document number of the item(s) you want, you may request that a menu be faxed to you. You may order up to three items at a time. Note that copyright application forms are *not* available by fax.